

Current Questions and Answers to Vendors

Question:

Is the project code requested the project code stated in Section B (2001) or are there project codes for each individual staff position somewhere?

Answer:

Project Code 2001 is the service code used for short-term residential treatment and will be used when submitting billing to procurement staff. There are no individual project codes for a staff position.

Question:

Do I need to list only staff providing clinical services, or other staff as well (case managers, peer support)?

Answer:

Attachment C and the directions under Section "L" indicate that the Offeror shall prepare and submit the "Offeror's Staff Qualification Form" for all staff performing services under any resultant agreement. The Offeror shall include the name, title, duties that will be performed under any resultant agreement by numeric project code (in this case 2001), education, experience, and credentials (licenses and certifications) for all proposed staff members who will be performing services under any resultant agreement. Attachment C shall also be prepared for all proposed subcontractor staff performing services. C-6 of Section C also discusses the use of paraprofessionals and volunteers.

Question:

In the RFP it states that counseling is to be performed by a psychiatrist, psychologist, or masters or doctoral level practitioner who is licensed or certified by his/her state's regulatory board.

Licensed Professional Counseling Associates, (LPCA's) are licensed and have a masters degree, but still require supervision and cannot practice independently.

My question is - can a LPCA provide counseling for federal clients?

Answer:

LPAs still require supervision and cannot practice independently. Since the licensing board does not allow them to practice independently, we would not either under our contract.

Question:

I do not see a RFP for Greenup, Lawrence, and Carter counties. Is there one?

No. Based on our historical needs in this area, it is our intent to do a non-competitive purchase order for his catchment area this upcoming fiscal year.

Question:

Do I need to just send in Section A and Section B for the Boyd County, Kentucky catchment area this solicitation cycle?

Answer:

In the past, we have done non-competitive purchase orders for this area. However, based on the historical trend over the past three years for the Boyd County, Kentucky area, we are doing a competitive bid and seeking competition for this area. For this solicitation cycle, please see Sections L and M for completion of the packet.

Question:

I see that Fayette and Madison are the only places in our whole region for which there is a request for RFP. Our current purchase orders are for outpatient in the majority of our rural offices. Are those no longer counties for which services are needed? Also, if we determine we would like to apply for everything available in our region, do we need to submit separate proposals for each Fayette residential, Fayette outpatient, Fayette medication and psych, and Madison outpatient?

Answer:

Based on the historical trend over the past year, it is our intention to do a non-competitive purchase order for areas which are outside of Fayette and Madison counties. A separate proposal would have to be submitted for each RFP in which you are interested in providing services. See Sections L and M for completion of the packets.

Question:

One quick question about the RFP, Psychiatric Services is listed. Is that a mandatory service that the contractors need to provide? We don't have a medical person on staff, but will soon be set up for telehealth, but I think you also told me that the Federal government doesn't recognize telehealth services?

Answer:

If psychiatric services are requested in a RFP, it is a service in which the offeror must be able to provide in order to be technically acceptable for award. An offeror can subcontract this service. See Pages I-1 and L-2 for further direction.

Question:

If we decide to put in a bid for residential services, do we need to submit separate proposals for men and women? Or will one bid work for both?

Answer:

No, one proposal will work for both facilities (male and female). Please note if you indicate that both facilities will be used, they are required to be in the designed catchment area. See Section "L" for further direction.

Question:

I am almost finished putting together the solicitation offer and was wondering if I need to include all of the attachments in Section J in my packet. It doesn't exclude that section in the solicitation (page L-2), but the instructions for proposal submission begin with Section K.

Answer:

The only document in Section J which needs to be completed and returned with your packet is form J.1.

Question:

How many days will the defendant/offender remain in the inpatient program, if our agency is awarded the contract?

Answer:

Short-term Residential Treatment (2001) is for defendants/offenders suffering from chemical dependency and needing residential treatment for a period not exceeding 90 days unless approved by PPSO. The defendant's/offender's progress shall be monitored and reported to the USPO/USPSO every 30 days. The probation officer will determine the length of the client's stay based on their clinical needs. The unit price for project code 2001 is per day. Our lowest price for this service for this fiscal year is \$86.38 per day.

Question:

Does the therapist have to be licensed to provide counseling to children under family counseling (Project Code 6032)?

Answer:

Yes, Family Sex-Offense Specific Treatment (6032) is provided by a licensed/certified psychiatrist, psychologist, or masters or doctoral level practitioner, who meets the standards of practice established by his/her state's regulatory board and adheres to the established ethics, standards and practices of state regulatory of state sex offender management board (where applicable). This service is typically with an offender and one or more family members.

Question:

We are subcontracting with an organization that provides tele psychiatric services. The doctor is actually in Kentucky but due to the shortage of psychiatrists particularly in rural areas, tele psychiatric services are appropriate and a good solution. Will federal parole allow an agency to do psychiatric services through tele-health?

Answer:

No. The U.S. Probation Office is not presently able to allow a vendor to utilize tele-health as an option for treatment of a defendant/offender. The Administrative Office is exploring this for future contracts; however, it is not an option at this juncture.

Question:

If our clinicians feel that a client needs more than a 90 day stay (or longer than recommended by your office), could we keep her longer if we have funding (grants, etc.) that would pay for the remainder of her stay beyond what you have agreed to pay? Also, we are preparing for Medicaid and private insurance billing. Once we start billing, could we bill Medicaid/Private Insurance for the initial stay then you guys would pay for the stay (up to 90 days) after the insurance benefits run out? Primarily, we're just trying to determine if we feel after a client has been here for a while, that she needs a longer stay than your office recommended, or can pay for, can she continue to receive treatment with another payer source or will the Court ask that she be released? It is our goal that every client admitted receives the full benefit of our services and we are willing to go above and beyond to find another source of payment so that she can fully complete our program. Our average length of stay is between 4 to 6 months, usually closer to 6.

Answer:

Our agency can pay up to 90 days and it can be either before or after they use Medicaid or private insurance. If the Court orders inpatient treatment, their potential length of stay can be addressed during the Court hearing.

Question:

We provide services for women only, and specialize in the treatment of pregnant and postpartum women (although we also treat women who are not pregnant or parenting). Does that need to be noted anywhere so it is clear that we cannot accept males?

Answer:

It is not necessary for you to define in your proposal that you only provide services to females as we did not indicate a local need in our Request for Proposal regarding same.

Question:

Our Management Information Administrator is working on the Program Discharge Summary Profile (Attachment J.1) and is having difficulty the data as requested in the form. Because we don't distinguish between clients with court involvement and those without court involvement, we don't currently capture data related to criminal charges or dispositions. We can easily give you the information related to our entire population for the past 12 months, but for purposes of this report, can't distinguish between "defendants" and "offenders". Court and legal involvement are addressed in the treatment and case management plans, but not in the report writer for the MIS. This is something we can work with our MIS provider on collecting in the future, but not for this solicitation. How would you suggest we proceed?

Answer:

In this section, answer all of the questions and make a notation in each section that this includes your entire population of people/clients. In Section 9, I would then indicate that you capture data for the entire population of your clients and can capture for defendants/offenders in the future.

Question:

We have considered on putting in offers in multiple areas but may not due to the face to face psychiatrist part. What areas do not include the psychiatrist component?

Answer:

Please look at each RFP carefully in which you are contemplating providing services. In some areas, we are asking for psychiatric services, to include medication monitoring, and in others, we are not. In other areas, we have requested the services separately from mental health and substance abuse counseling. Section B lists the services we are requiring in each catchment area.

Question:

Will electronic signatures be accepted for the original document?

Answer:

No, an electronic signature has to be on the original document.